

Building Permits

General Description

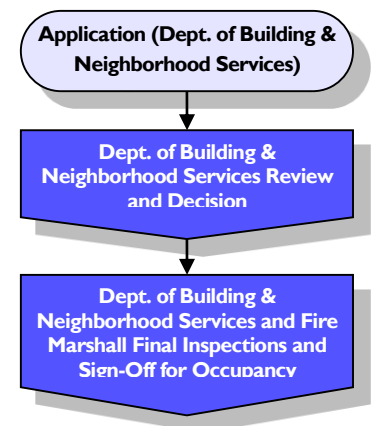
Building Plan Review and the issuance of Permits are the last step in the development review process before actual construction may begin. The City uses the Building Plan review as the opportunity to ensure that what is proposed for construction conforms to all previous approvals, approved Site Plans, the *Zoning Ordinance*, the adopted building code, and all other applicable city codes. The following activities require prior approval of a Building Permit:

- Any new construction of a residential, nonresidential, or accessory building;
- Any addition to an existing building (including garages, carports, decks, porches, deck or patio covers, storage buildings, or swimming pools);
- Any relocation of a building constructed elsewhere;
- Renovations requiring Building Permits;
- Conversion of unfinished space to habitable space; and
- Demolition of any structure or portion of a structure.

The Review Process

1. The applicant may submit a formal application for a Building Permit in accordance with the requirements of the Department of Building and Neighborhood Services.
2. The Department of Building and Neighborhood Services, along with other applicable departments, will review the application and make a decision on the permit within 20 working days of application.
3. Once the authorized work is complete, the Department of Building and Neighborhood Services and the Fire Marshall will complete the final building and fire code inspection to sign off on the work and to allow for a certificate of occupancy and use.

Building Permit Review Process



Things to Know About Building Permits

- Depending on the type of work proposed as part of the Building Permit, an application may require separate permits for electrical, mechanical, low-voltage electrical, and plumbing work.
- Construction and alterations of properties in the HPO District are required to have a Certificate of Appropriateness, as addressed earlier, prior to the issuance of a Building Permit.
- Only licensed general contractors may apply for Building Permits for construction of nonresidential or mixed-use structures valued more than \$25,000.

- Construction associated with a Building Permit must commence within six months of permit issuance, or the Building Permit becomes invalid.
- All performance guarantees or sureties associated with a Performance Agreements must be posted with the city prior to issuance of a Building Permit.

Submittal Requirements

All building permit submittals are electronic. The required electronic submittal shall be uploaded to the City of Franklin Online Plan Review Website : <https://franklin.contractorsplanroom.com/secure/>.
Please contact the BNS Department (615) 794-7012 for specific submittal requirements.